



October 14, 2021

Internal/External Job Posting - #YS08-21-02 - REPOST

Indigenous Youth C.R.E.W. Program Manager, Part-Time, Term Certain (Mat leave coverage)

Collingwood Neighbourhood House's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

Job Overview

The Indigenous Youth Culture, Recreation, Education and Work (C.R.E.W.) Program provides Indigenous Youth with activities and opportunities to gain leadership and life skills, take part in recreational activities and experience cultural learning. These activities may take place in schools, at the neighbourhood house, or other indoor/outdoor locations. The Program Manager is responsible for the leadership, outreach, development, planning and facilitation of this program. In addition, the Program Manager will support with program related administration, including: Staff supervision, managing and reporting on program expenses, collecting stats and program reporting, and other related duties.

Job Responsibilities

- Leads program delivery, activity planning, participant outreach, promotion and record keeping
- Works on program development, evaluation, human resources, reporting and administration with support and in conjunction with Youth Services Coordinator
- Develops and implements activities that focus on youth capacity building through skill development training and workshops, including activities to build strong relationships with Indigenous Elders and Knowledge Keepers
- Promotes and encourages mentorship for program participants, staff and volunteers
- Supervises and supports program staff and volunteers in various program activities as required
- Supports in building and maintaining strong relationships with community partners and service providers
- Conducts research and needs analysis of urban Indigenous youth in the Collingwood community, in consultation with the Youth Services Coordinator
- Assists in the planning and implementing appropriate cultural, recreation and education programs for C.R.E.W. participants
- Organizes and plans for annual events including Gathering Our Voices Conference and Pulling Together Canoe Journey
- Supports and works with the Youth Services Team to develop and support overall department goals and activities

Skills & Qualifications

- Minimum of 2 year of experience working with youth programs and/or Indigenous youth and families
- Undergraduate degree or diploma in a related field or a combination of education and work experience with children and youth programs
- Knowledge and lived experience of indigenous people's history and culture and current challenges
- Demonstrated experience working with youth and youth leadership initiatives

- Experience with youth outreach and program promotion
- Demonstrated ability to manage staff and volunteers
- Demonstrated interest, involvement, experience and knowledge of multi-faceted community, Indigenous youth and family resources and programs
- Experience working collaboratively with community service providers
- Strong organizational, leadership and communication skills
- Experience using computer programs, MS Office and social media
- Experience with budgeting and tracking expenses
- Valid First Aid and CPR certificate or willingness to obtain
- Ability to work in diverse economic and cultural environments
- Satisfactory Criminal Record Check

Assets

- Positive, fun and engaging attitude
- Experience with outdoor recreation such as hiking, camping and canoeing
- Class 4 Driver's License
- Ability to work flexible hours, including evenings and weekends

Job Details

- Salary: \$21.58-\$22.71 per hour
- Schedule: 20 hours/week – Some flexibility in hours, evening/weekend shifts
- Term: November 2021 – March 31, 2022. May be extended based on funding.
- Location: CNH at 5288 Joyce Street and some flexibility for remote work
- Benefits: A competitive benefits package including extended health and dental is available to staff working 15 hours or more/week

This position is covered by a Collective Agreement with CUPE Local 1936

Application Process

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal first priority will be given to internal and local applicants. Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

Sanjeev Karwal
 Director of Youth Services
 Collingwood Neighbourhood House
 5288 Joyce Street Vancouver, BC V5R 6C9
 Email: skarwal@cnh.bc.ca

Please quote reference #YS08-21-02

CLOSING DATE: Open Until Filled

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED

**We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.
 No phone calls please.**